

## ASSIGNMENT 2

Textbook Assignment: "Copy Preparation" chapter 1, pages 1-50 through 1-71; and "Audiovisual Presentations," chapter 2, pages 2-1 through 2-31.

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| <p>2-1. What type of screen should you place in direct contact with film emulsion when making a halftone?</p> <ol style="list-style-type: none"><li>1. Wire</li><li>2. Glass</li><li>3. Acetate</li><li>4. Halftone</li></ol> <p>2-2. Where in relation to the camera and the negative, should you place a glass halftone screen?</p> <ol style="list-style-type: none"><li>1. In direct contact with the film</li><li>2. Between the film plane and the lens</li><li>3. Between the film plane and the camera</li><li>4. In direct contact with the camera lens</li></ol> <p>2-3. What resolution should you select when scanning copy through a grey scale digital scanner?</p> <ol style="list-style-type: none"><li>1. 1X</li><li>2. 2X</li><li>3. 3X</li><li>4. 4X</li></ol> <p>2-4. What situation creates a moire pattern?</p> <ol style="list-style-type: none"><li>1. Anti-newton rings on the halftone screen</li><li>2. Overlapping two different patterns</li><li>3. Rescreening a halftone image</li><li>4. Overlapping two different patterns and rescreening a halftone</li></ol> <p>2-5. You should prepare a mechanical on what type of material?</p> <ol style="list-style-type: none"><li>1. Acetate</li><li>2. Construction paper</li><li>3. Illustration board</li><li>4. All of the above</li></ol> | <p>2-6. Where on or in a mechanical should you place the instructions to the printer?</p> <ol style="list-style-type: none"><li>1. On the overlays</li><li>2. In the work area</li><li>3. In the border area</li><li>4. On the back of the mounting board</li></ol> <p>2-7. Why should you remove every stray mark from continuous-tone artwork?</p> <ol style="list-style-type: none"><li>1. Stray marks appear as red lines in the finished product</li><li>2. Stray marks confuse the printer</li><li>3. Only stray marks appear</li><li>4. All stray marks appear</li></ol> <p>2-8. Desktop publishing programs that output directly to inkjet printers are an elementary form of digital printing.</p> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li></ol> <p>2-9. Reproducing halftone copy from continuous-tone originals in full process color requires what total number of plates?</p> <ol style="list-style-type: none"><li>1. Five</li><li>2. Two</li><li>3. Three</li><li>4. Four</li></ol> <p>2-10. Through what device should you photograph each color in a multicolor printing process?</p> <ol style="list-style-type: none"><li>1. Mats</li><li>2. Filters</li><li>3. Screens</li><li>4. Templates</li></ol> |
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- 2-11. When you photograph color images through a halftone screen, what, if anything, happens when you rotate screen positions?
1. The color print contains a diagram dot pattern
  2. Filters are changed to produce the desired colors
  3. Some dots overlap and some print side-by-side to produce secondary and tertiary colors
  4. Nothing
- 2-12. What color process term denotes a simple black-and-white illustration with a registered color overlay that contains instructions to the printer?
1. Spot
  2. Flat
  3. Process
  4. Overprint
- 2-13. What combination of colors exemplify a true duotone?
1. Pink and red
  2. Black and grey
  3. Blue and green
  4. Light blue and dark blue
- 2-14. What is the purpose of register marks on overlays?
1. To key it to the master
  2. To show areas for trimming
  3. To indicate areas for reduction
  4. To indicate areas for enlargement
- 2-15. What action should you take to avoid moiré when lap registering patterns?
1. Avoid the overlap
  2. Opaque the overlap
  3. Cut out the overlap
  4. Draw a red line to cover the overlap
- 2-16. Where should editorial marks be made?
1. On a separate sheet of paper
  2. On a separate overlay
  3. On the manuscript
  4. On the proofs
- 2-17. What should you use to separate multiple error marks from the same line of text?
1. Commas
  2. Hyphens
  3. Semicolons
  4. Diagonal lines
- 2-18. What symbol or line should you use to indicate errors in the body of text?
1. Slash
  2. Carot
  3. Carrot
  4. A long line
- 2-19. What is the definition of a nut?
1. 1 ee space
  2. 1 en space
  3. 1 em space
  4. 1 mm space
- 2-20. To avoid confusion, how should you mark copy with instructions to the printer?
1. Underline notations
  2. Make notations in red
  3. Circle your notations
  4. Attach a sheet of notations to copy
- 2-21. When developing training aids, you should discuss which of the following factors with the originator?
1. Intended message
  2. Lecture pads
  3. Viewgraphs
  4. Slides

- 2-22. What are the two major types of training aids?
1. Dynamic and static
  2. Manipulative and static
  3. Demonstrative and dynamic
  4. Manipulative and demonstrative
- 2-23. Training aids used for skills instruction are referred to as what type of aid?
1. Fundamental
  2. Manipulative
  3. Demonstrative
  4. Informational
- 2-24. Training aids designed to present a series of ideas or steps in a process are referred to as what type of aid?
1. Fundamental
  2. Manipulative
  3. Demonstrative
  4. Informational
- 2-25. Which of the following training aids are dynamic in nature?
1. Slides
  2. Posters
  3. Cartoons
  4. Animation
- 2-26. A lecture pad is an example of what type of training aid?
1. Demonstrative aid
  2. Manipulative aid
  3. Dynamic aid
  4. Static aid
- 2-27. What is the primary purpose of a poster?
1. To reach a large audience
  2. To attract attention
  3. To convey a message
  4. To attract attention and to convey a message
- 2-28. What kind of training aid, if any, can be produced with only a large pad of paper?
1. Lecture pad
  2. Animation
  3. Slide
  4. None
- 2-29. When lettering lecture pads, which of the following guidelines should help improve legibility?
1. Use caps and lowercase letters
  2. Add space between words and letters
  3. Confine the copy to short, descriptive text
  4. All of the above
- 2-30. To prepare clear, concise lecture pads containing only text, what technique should you use?
1. Use all caps
  2. Use all lowercase letters
  3. Limit the subject to a major topic
  4. Color code main ideas and topics
- 2-31. What function is served by placing a sheet of paper under the page you are currently lettering?
1. Preventing information from the following page to bleed through
  2. Inserting more information at a later date
  3. Aiding in placing titles, margins, and text
  4. Avoiding smudging the chart
- 2-32. For an organization chart to be effective, you should draw it to show which of the following types of information?
1. Span of control
  2. Functional relationships
  3. Authority and responsibility
  4. All of the above

IN ANSWERING QUESTIONS 2-33 THROUGH 2-36, SELECT FROM COLUMN B THE TYPE OF ORGANIZATION CHART USED FOR THE PURPOSE IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

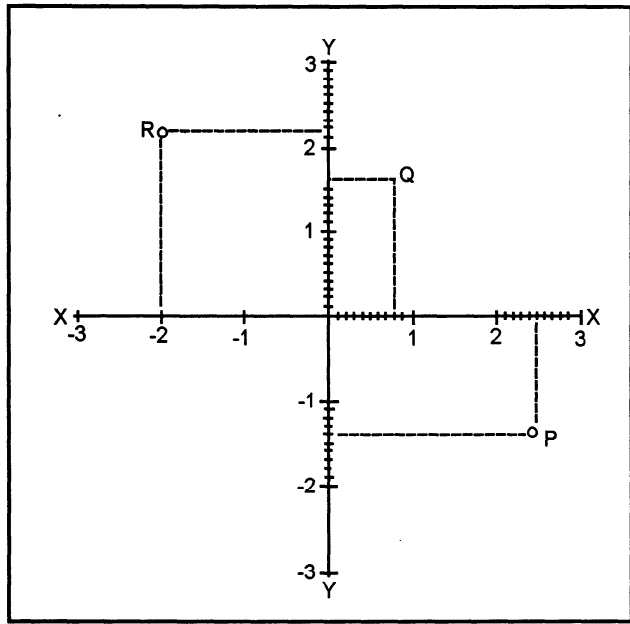
	A. <u>PURPOSES</u>	B. <u>CHART TYPES</u>
2-33.	Establish basic control relationships	1. Structure 2. Functional
2-34.	Indicate function of components	3. Position or billet assignment
2-35.	Establish reporting responsibilities	
2-36.	Identify billets	
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2-37.	Organization charts should meet which of the following requirements?	
		1. Show greater detail on subsidiary activities 2. Show simplicity, completeness, unity, and clarity 3. Combine different types of information 4. Conform to a format
2-38.	To avoid confusion when making an organization chart, which of the following actions should you take?	
		1. Avoid crossing lines of authority 2. Make all blocks the same size 3. Use asterisks 4. Use colored ink

IN ANSWERING QUESTIONS 2-39 THROUGH 2-42, SELECT FROM COLUMN B THE PRINCIPAL POINTS THAT MATCH THE DEFINITIONS IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	A. <u>DEFINITIONS</u>	B. <u>PRINCIPAL POINTS</u>
2-39.	Eliminating complicated elements	1. Completeness 2. Simplicity
2-40.	Well-balanced arrangement	3. Symmetry
2-41.	Indicate clarifying statements and date	4. Unity
2-42.	Interrelating components	
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2-43.	When drawing a structural organization chart, what method should you use to achieve unity?	
		1. Make all blocks one size 2. Make blocks proportional in size 3. Make each block relate to another block 4. Make lines of authority smaller than block lines
2-44.	In some functional charts, the blocks for lower echelon levels are made larger than the blocks for higher echelon levels. For what reason is this done?	
		1. To balance the chart 2. To unify and clarify the chart 3. To make the chart easier to read 4. To provide space for written descriptions
2-45.	Authority lines should be drawn as what type of lines?	
		1. Hidden vertical or diagonal 2. Solid horizontal or diagonal 3. Solid vertical or horizontal 4. Hidden vertical or horizontal

- 2-46. To make an organization chart better looking and easier to read, you should take which of the following actions?
1. Lay it out with nonreproducible blue pencil
  2. Create a legend for different line resolutions
  3. Use a heavier line weight for the lines of authority than for the blocks
  4. Use a heavier line weight for the lettering
- 2-47. What kind of subdivision on structural charts is shown with dotted-lines (.....)?
1. Existing part time
  2. Proposed full time
  3. Abolished full time
  4. Mobilized components
- 2-48. Flow chart symbols represent what elements?
1. Decision points
  2. Quantities and positions
  3. Functions and direction of flow
  4. Devices and direction of motion
- 2-49. How should you illustrate the use or creation of multiple files in a flow chart?
1. Use arrowheads at the point of entry
  2. Use symbols with the appropriate text
  3. Use symbols in an overlay pattern
  4. Use numerals to indicate multiples
- 2-50. How should you draw the symbols on a flow chart to indicate the direction of flow?
1. Top to bottom only
  2. Left to right only
  3. Top to bottom and left to right
  4. Right to left
- 2-51. When you are laying out a flow chart using the flowchart template, how should the symbols be drawn?
1. Right to left
  2. Centered on the paper
  3. With a 1-inch margin all around
  4. With equal distances between symbols
- 2-52. For presenting statistics in comparisons, for conveying information, and for analyzing data, which of the following tools are most useful to you?
1. Graphs
  2. Flow charts
  3. Organization charts
  4. All of the above
- 2-53. To designate the position of a point in relation to a given reference frame, you should use what device?
1. A rectangular coordinate graph
  2. A percentage chart
  3. A bar chart
  4. A pie chart
- 2-54. In what way are the quadrants of a rectangular coordinate graph numbered?
1. Clockwise
  2. Counterclockwise
  3. Along the x and y axes
  4. Numerically from right to left

IN ANSWERING QUESTIONS 2-55 THROUGH 2-57, REFER TO FIGURE 2A.



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Figure 2A.

4-55. Which of the following coordinates represents point R?

1.  $(-2, -2.2)$
2.  $(-2, 2.2)$
3.  $(2.2, -2)$
4.  $(-2.2, -2)$

2-56. Which of the following values assigned to the x and y coordinates locates point Q?

1.  $x = 1.6, y = -1.4$
2.  $x = -.8, y = 1.6$
3.  $x = .8, y = 1.6$
4.  $x = -.8, y = -1.6$

2-57. What are the values of coordinates x and y for point P?

1.  $x = 2.5, y = -1.4$
2.  $x = -2.5, y = 1.4$
3.  $x = -1.4, y = -2.5$
4.  $x = -2.5, y = -1.4$

2-58. To illustrate such things as comparative costs and quantity, what type of graph should you chose?

1. Rectangular coordinate graph
2. Percentage chart
3. Bar graph
4. Pie chart

2-59. When constructing a bar graph, what step should you take first?

1. Determine the scale
2. Select the page size
3. Determine the reference frame
4. Determine the length of the bars

2-60. After you determine the reference frame for a bar graph, what should be your next step?

1. Plot values
2. Select the paper size
3. Find a suitable scale
4. Choose appropriate axes

2-61. When a bar graph is drawn on the right side of a sheet of paper, for what are the margins at the sides of the sheet used?

1. Distance scales
2. Additional bars
3. The title of the graph
4. Explanatory notes and figures

2-62. When selecting a scale for the y-axis of a bar graph, what action should you take before plotting the values?

1. Use an engineer's scale
2. Find the largest values to be plotted
3. Add additional values to the largest value
4. All of the above

- 2-63. When comparing several related percentages, what type of graph or chart should you use?
1. Pie chart only
  2. Percentage bar chart only
  3. Pie chart and percentage bar chart
  4. Bar chart
- 2-64. What total percentage does each bar in a percentage bar chart represent?
1. 10
  2. 100
  3. 360
  4. The value of each item
- 2-65. When laying out a pie chart, what information do you determine by multiplying the percentage of each segment by 3.6 degrees?
1. Percent of each sector
  2. Number of sectors in the chart
  3. Number of degrees in each sector
  4. Percent of degrees in each sector
- 2-66. In what application method do you apply rubber cement to the underside of a piece of artwork and move it around to position it?
1. Spray method
  2. Thinner method
  3. Wet mount method
  4. Dry mount method
- 2-67. When mounting art with rubber cement, what should you do to properly align the art on the board?
1. Use register marks to center the artwork
  2. Use an old triangle to slide the artwork
  3. Use a nonreproducible blue pencil to mark the position of the artwork
  4. Place the artwork directly on the mounting board while still wet and slide it around
- 2-68. When mounting artwork using the rubber cement method, what action should you take when the artwork is properly positioned?
1. Remove the excess cement
  2. Press the top of the artwork firmly to anchor it to the board
  3. Use an old triangle to press the artwork flat
  4. Draw a scale down the artwork to press it flat to the board
- 2-69. What implement should you use to remove the residual cement and dirt from the surface of newly mounted artwork?
1. A kneaded eraser
  2. Rubber cement thinner
  3. Rubber cement pick-up
  4. The end of your finger
- 2-70. What feature of the artwork you are mounting with rubber cement should prompt you to use two slip sheets under it?
1. It is too large
  2. It is too small
  3. It is too flimsy
  4. It is too valuable
- 2-71. What causes blistering in a color photograph mounted by the dry hot press technique?
1. Temperature set too low
  2. Temperature set too high
  3. Temperature set at 200 degrees
  4. Overlapping adhesive layers underneath the photograph
- 2-72. When, if ever, should you use a dry mount press to mount artwork containing wax-based products?
1. Always
  2. Only when a slip sheet is used
  3. Only when the artwork is face down in the press
  4. Never

2-73. When using the dry mount press, what should you do if it requires two sheets of adhesive laying side-by-side to adhere a picture?

1. Overlap the sheets and fold the edges under so they do not extend beyond the borders of the picture
2. Leave a space between the sheets and trim their edges even with the borders of the picture
3. Overlap the sheets and let their edges extend beyond the borders of the picture
4. Leave a space between the sheets and let their borders extend beyond the picture

2-74. When you are using a dry mount press, the cover or slip sheet serves what purpose?

1. As a mounting surface
2. As an additional adhesive
3. Keeps the face of the artwork and press bed clean
4. Keeps the mounting board and the artwork clean

2-75. What adhesive quality should you consider when mounting original artwork to a board?

1. Stink
2. Process
3. Availability
4. Deterioration